

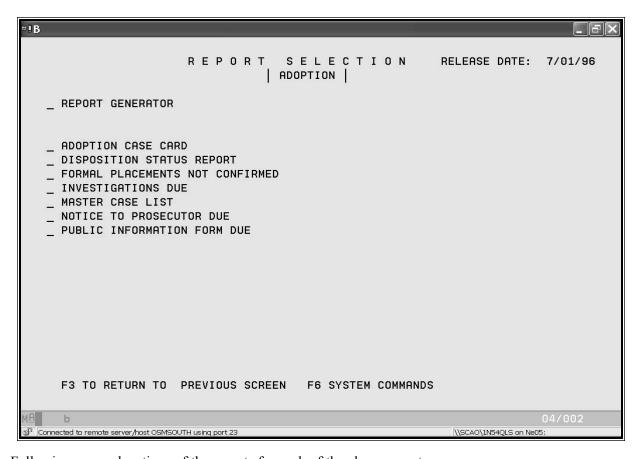
## **Adoption Reports**

The juvenile reports screen is used to produce reports that will assist the user in tracking cases. To access the juvenile report screen, insert RPT/ADP in the Next Tran line and press <Enter>.

#### **Juvenile Next Tran Line:**

```
NXT TRAN <u>RPT</u> TYPE <u>ADP</u> CASE NBR <u>000000000</u> PET <u>000000000</u> EVT _ PTY__
```

The following screen will be brought back to you. Select the report option that you want to work with by entering an "X" next to the corresponding report and press <Enter>



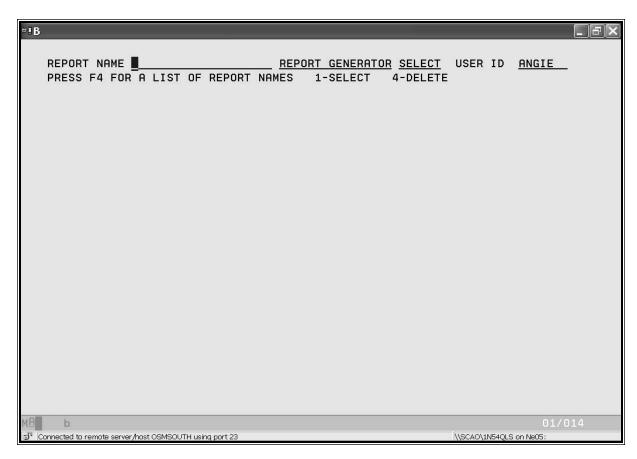
Following are explanations of the reports for each of the above reports.

## **Adoption Report Generator**

The Report Generator was developed to allow user's to create specialized reports based on individual court needs.

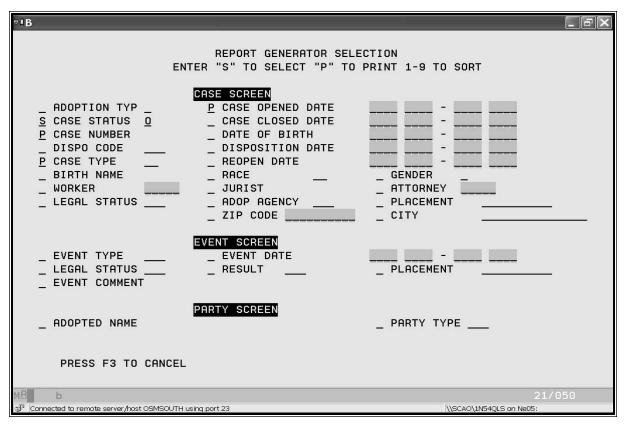
#### **Running the Report:**

Enter an "X" next to Report Generator and press <Enter>. The system will return the following screen.



By entering the name in the report name field, the computer will save the report you are going to run and store it with that name. If you run a report either weekly or monthly, this will save you from having to re-create the report each time you are running it.

If you do not want to name the report, just press <Enter> to bypass this screen and the system will display the following screen.



This screen allows you to choose the criteria that you want to see on your report. there are 3 options that can be used to select data.

- 1. S = Select By entering an S to select, the system will only select cases that match the option that you are selecting. This will not print on your report. It will be shown in the heading of the report as a selection criteria for the data listed.
- 2. P = Print By entering a P to print, the system will select cases that match the option and print it on the report.
- 3. 1-9 = Sort By entering a number 1-9, the system will select cases that match the option, sort the cases in the order you entered 1-9 and print them on the report.

After you have entered all of your selections, press <Enter>. The system will generate the report.

Following is the output from the report.

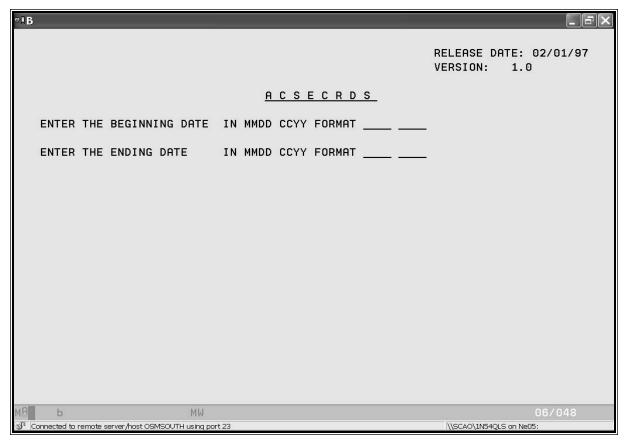
		TEST COUNTY CIRCU	JIT COURT/FAMILY DIVIS	RUN DATE : 09/10/2003
		TEST CTY. COMPLEX	255 CLAY ST.	CONTACT : TEST, TEST,
		TEST	MI 48446	PHONE # : 810/667/0270
PAGE 1				
STATUS = O				
CASE NUMBER	CASE TYPE	CASE OPENED		
00000024-01	AD	1/01/2001		
00000024-02	AD	1/01/2001		
00000045-00	AD	7/19/2000		
00000111-01	AD	1/01/2000		
00000111-02	AD	1/01/2000		
00005236-00	AF	10/01/1996		
00009191-00	NB	12/15/1999		
00009192-00	AD	1/15/2000		
00045454-00	AD	1/01/2001		
00111111-00	AD	8/18/2001		
00123456-00	AD	1/01/2000		
00333333-00	AD	1/01/2000		
00333678-00	AD	2/01/2001		
00333679-00	AD	2/01/2001		

## **Adoption Case Cards**

This report prints a case card for each case that falls within the selected date range. Cards are printed in birth name sequence. If there is an adopted name, this name will also be printed. A second card will be produced to allow cross referencing a case by birth or adopted name.

#### **Running the Report:**

Enter an "X" next to Adoption Case Cards and press <Enter>. The system will return the following screen.



Enter the date range that you want the system to search and press <Enter>, the system will generate the report.

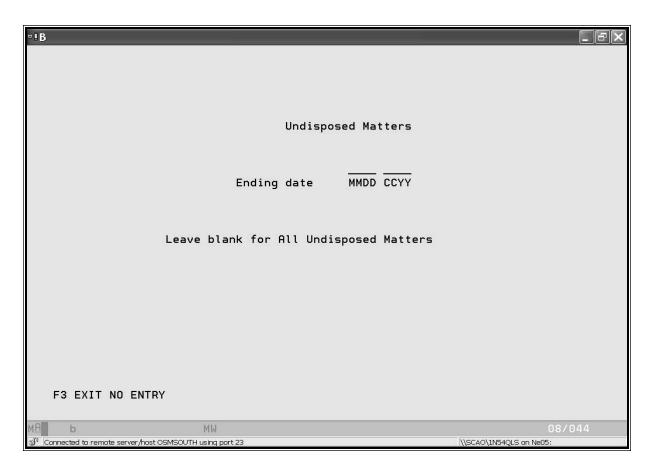
CASE NUMBER:	01000026	CASE T	YPE:	AD	DATE FILE	ED:	1/01/2001
BIRTH NAME							
ADOPTED NAME							
JUDGE TEST, TI	EST	V	WORKER				

## **Disposition Status Report**

This report lists cases that have not been disposed. Listed on the report is the case number, name, file date and the age of the case (from file date to ending date of the report).

### **Running the Report:**

Enter an "X" next to Disposition Status Report and press <Enter>. The system will return the following screen.



Enter the ending date or leave blank for all undisposed matters and then press <Enter>, the system will generate the report.

P44			DISPOSITION STATUS REPORT		PAGE NO
ADOPDISPO			TEST COUNTY PROBATE COURT		
			TEST CTY. COMPLEX 255 CLAY		
			TEST MI 48446		RUN DATE 09/10/2003
			END DATE: 9/10/2003		
CASE # S	SFX TYPE	NAME	FLE/EVT DT	AGE	
00000928	AD	ADOPTION CASESUM,,	01/01/1875	47004	
00100018	AD	ADOPTION CASESUM,,	04/01/2000	1257	
00161610	AD	ADOPTION CASESUM,,	01/01/1910	34220	
00333331	AD	ADOPTION CASESUM,,	08/03/2000	1133	
00333360	AD	ADOPTION CASESUM,,	00/00/0000		
00333364	AD	ADOPTION CASESUM,,	00/00/0000		
00333406	AD	ADOPTION CASESUM,,	09/06/2000	1099	
00333451	AD	ADOPTION CASESUM,,	02/01/2000	1317	
00333461	AD	ADOPTION CASESUM,,	04/01/2000	1257	
00333489	AD	ADOPTION CASESUM,,	05/02/2000	1226	

#### **Formal Placements Not Confirmed**

This report lists cases in which children have been formally placed and more than five months have elapsed and the adoption has not been confirmed.

## **Running the Report:**

Enter an "X" next to Formal Placements Not Confirmed and press <Enter>. The system will generate the report. No additional data entry is required.

P44 ANOTCON	FORMAL PLACEMENTS TEST COUNTY PROBAT TEST CTY. COMPLEX TEST	E COURT		09/10/2003
CASE NBR SFX TYPE 00960828 AF	PLACEMENT DATE 8/30/1996		PLACEMENT CA09043	

# **Investigations Due**

This report lists cases in which an investigation was ordered, but has not been completed within sixty (60) days. If the event type of **OFI** has been entered and no **IPR** event type has been entered and more than 60 days elapses, the case will appear on the report.

### **Running the Report:**

Enter an "X" next to Investigations Due and press <Enter>. The system will generate the report. No additional data entry is required.

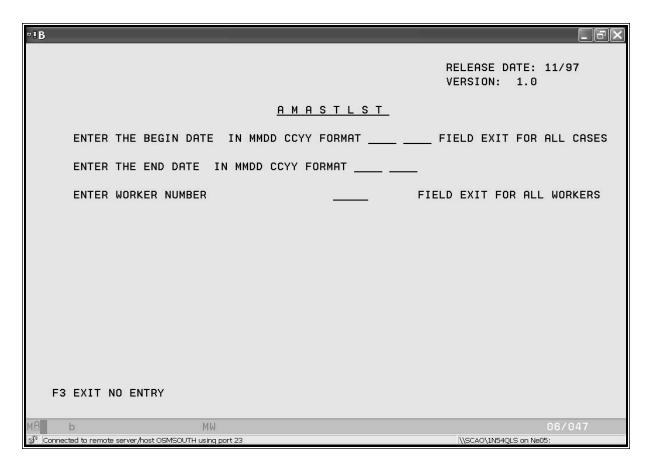
P44 AINVDUE	INVESTIGATIONS ORDERED/NOT REPORTED TEST COUNTY PROBATE COURT TEST CTY. COMPLEX 255 CLAY ST. TEST MI 48446 PHONE #	PAGE 1 RUN DATE: 09/10/2003 TEST, TEST : 810/667/0261
CASE NBR SFX TYPE 00970801 AD 01000021 AD 01000068 AB 98002239 AD	INVESTIGATION ORDERED DAYS ELAPSED 9/10/1997 191 1/01/2000 348 1/01/2001 982 1/01/2000 348	PLACEMENT Adopting Parent

#### **Master Case List**

This report lists active cases within a specific time frame. The report can also be ran by worker.

### **Running the Report:**

Enter an "X" next to Master Case List and press <Enter>. The system will return the following screen.



Enter the date range or leave blank for all cases and enter the worker number or leave blank for all workers and then press <Enter>, the system will generate the report.

J44					MASTER CASE LIST CLOSED CASES		PAGE	1	
AMA CITT CITT						m community		0.0	/10/2002
AMASTLST					TEST COUNTY CIRCUI	· · · · · · · · · · · · · · · · · · ·			0/10/2003
AMSTLST					TEST CTY. COMPLEX		CONTACT		ST, TEST
					TEST	MI 48446	PHONE #	‡: 81	0/667/0270
	S				DATE RANGE:	- 9/10	0/2003		
	T							NEXT	NEXT
	A	CASE SFX	CASE		BIRTH		ATTORNEY	ACTION	ACTION
DATE FILED	T	NUMBER	TYPE		NAME			TYPE	DATE
1/10/1997	C	97000012 02	AD	TEST,	TEST,		AARON		
9/25/2001	C	01000105 00	AM	TEST,	TEST,				
1/01/2001	C	01000014 00	AF	TEST,	TEST,				
9/25/2001	C	01000108 00	AY	TEST,	TEST,				
7/01/2001	C	01000084 00	AD	TEST,	TEST,		MISSAD		
4/01/2000	С	01000020 00	AD	TEST,			ZALESKI		
6/27/1995	С	00950395 00	AC	TEST,	TEST,				
2/01/2000	C	01000023 00	AD	TEST,					
2/01/2000	C	01000022 00	AD	TEST,			ZALESKI		
_, -, -,				,	,				

#### **Notice to Prosecutor Due**

This report lists AD case type cases in which 35 days have elapsed since the filing of a temporary adoption and no petition to adopt has been filed.

For a case to appear on this report, enter event type of **CTC** on the event screen. The report looks for the event code APF or DPA to remove a case from this report. If either of these codes is not entered and 35 days elapses, the case will appear on this report.

### **Running the Report:**

Enter an "X" next to Notice to Prosecutor Due and press <Enter>. The system generate the report, no other data entry is required.

P44	NOTI	CE TO PROSECUT	OR LIST	PAGE 1
APROSNOT		COUNTY PROBAT		RUN DATE: 09/10/2003
				TEST, TEST
	TEST		MI 48446	PHONE # : 810/667/0261
CASE NBR SFX	TABE	CTC FILED	DAYS ELAPSED	PLACEMENT
01000090	AD	4/15/2002	513	

#### **Public Information Form Due**

This report lists cases in which the event type of **ADO** has been entered and the event type of **PIF** has not been entered and more than fifteen (15) days have elapsed.

## **Running the Report:**

Enter an "X" next to Public Information Form Due and press <Enter>. The system generate the report, no other data entry is required.

D44		DIDITA	TODMATION DODM DITE	DAGE 1
P44 APIFDUE			FORMATION FORM DUE. TY PROBATE COURT	PAGE 1
APIFDUE				RUN DATE: 09/10/2003
		TEST CTY.		TEST, TEST
		TEST	MI 48446	PHONE # : 810/667/0261
CASE NBR	CEV	made.	ADOPTION CONFIRMED	DAYS ELAPSED
	SFA			
01000021		AD	6/17/2002	450
01000084		AD	2/28/2002	559
01000093		AO	2/15/2002	572
02000252		AD	4/01/2003	162
02000255		AO	7/25/2003	47
02002223		AD	6/20/2002	447
02002777		AC	1/01/2002	617
03000725		AD	7/28/2003	44
03000729		AO	7/07/2003	65
03070201	1	AD	6/25/2003	77
03070201	2	AD	6/25/2003	77